



# UNIVERSITY of WASHINGTON

Solicitation Process	Description of Process	Goods & Purchased Services	Information Technology	Personal Services (consulting)
Direct Buy	Competition or justification for vendor selection not required. Departments may place orders with suppliers of choice within the direct buy limits without prior approval of Procurement Services. Some exceptions may apply.	Up to \$3500	Up to \$9999	Up to \$4999
Informal Competition	Procurement Services Buyer will issue a Request for Quotations (RFQ) to qualified suppliers. Quotations may be provided by telephone or in writing (email, fax, or U.S. mail), depending on instructions from UW Buyer.	\$3,500-\$49,000	\$10,000-\$249,000	\$5,000-\$19,999
Formal Competition	Procurement Services Buyer will issue a written solicitation and advertise via Washington Electronic Business Solutions (WEBS). Formal receipt process required.	\$49,000 and up	\$250,000 and up	\$20,000 and up

## Contacting Procurement Services

- We recommend that you contact the Buyer who handles the commodities and/or services that your company handles. The contact information for all buying teams can be found at:  
<http://f2.washington.edu/fm/ps/how-to-buy/procurement-teams>
- Procurement Services is located at:  
3917 University Way NE, Seattle, WA 98105
- You may also contact Procurement Customer Service  
at: 206-543-4500 or  
[pcshelp@uw.edu](mailto:pcshelp@uw.edu)  
for questions of a general nature, or  
if you do not know  
who to contact within the organization.  
They will direct you to the appropriate staff member



## Supplier Guidelines in Getting Started At UW

An Introduction to  
UW Procurement



UNIVERSITY of  
WASHINGTON

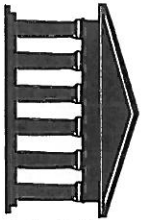
**W** PROCUREMENT SERVICES  
UNIVERSITY of WASHINGTON  
Finance & Facilities

Phone: 206-543-4500  
Email: [pcshelp@uw.edu](mailto:pcshelp@uw.edu)

## Supplier Opportunities for Purchased Goods & Services

The University of Washington believes in open and fair procurement practices, providing a wide variety of contract opportunities for suppliers of all types, including diverse, small, large, and local businesses.

UW procures the following goods and services: computers, audio-visual, telecommunications, scientific, lab services, chemicals, furniture, electronics, vehicles, industrial equipment and supplies, janitorial, food, medical, office products, catering, and consultants, to name a few.



(Note: UW Capital Projects Office is responsible for construction/public works projects and architectural/engineering related services.)

### Purchasing Methods

1. eProcurement (preferred) -electronic on-line catalog ordering system with contract suppliers
2. ProCurement Card (individual credit cards) -primarily used by campus customers for small dollar orders
3. Purchase Order System (PAS) -primarily for large/complex orders that cannot be placed through the above methods, and require a Procurement Services Buyer to review and process.

### TIPS: Doing Business with the UW

- Campus departments may make most purchases valued under \$3,500 without going through Procurement Services. \* The ProCurement Card is the preferred method by which you may receive an order under \$3,500 from a campus department.
- If you do not accept credit cards, campus departments may place orders using purchase order numbers. If you accept an order via this method, make certain you have been given a purchase order number and the name of the University of Washington employee placing the order with you. The purchase order number must appear on your invoice.
- Commitments made to suppliers by campus departments that exceed \$3,500 are nonbinding on the University unless a duly authorized contract has been established by Procurement Services. UW departments may request a quotation for budgetary purposes.
- Be sure to follow through on orders to ensure delivery as scheduled. Inform the Buyer immediately if you expect delays.

### Supplier Diversity



The University of Washington is committed to creating an environment for businesses contracting with the University that reflects diversity, promotes

opportunity and values transparency. Procurement Services strives to increase the depth and diversity of our supplier pool by promoting fair and open access to the business community.

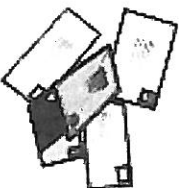
For information on the University's Business Diversity Program, please visit:

<http://f2.washington.edu/bd/p/or>

Email: [uwbdp@uw.edu](mailto:uwbdp@uw.edu).

### TIPS: Responding to Solicitations

- All formal UW solicitations (e.g. bid, RFP, ITB) are now issued and advertised through the State of Washington WEBS portal. Visit the following link to view opportunities: <http://www.ga.wa.gov/Business/register.htm>
- If responding to a UW solicitation, read all specifications and requirements thoroughly and refer questions to the appropriate Buyer, prior to deadlines specified in the solicitation.
- Bid responses should be submitted to the University in strict accordance with the requirements defined in the solicitation.



- No bid response may be signed or altered by a bidder after the bid due date/time. Bid responses are reviewed by the Buyer and the evaluation team, and awarded upon completion of the evaluation process. Bids may be cancelled by the University if responses are not within budget, or requirements have changed since issuance of the solicitation, or if no responsive bids have been received.
- Bid responses are available for public review in accordance with State public disclosure laws, after an award is made. All bid files are maintained by bid number, which must be cited in any request for information.

\*EXCEPTIONS: Some purchases may not be made by campus departments at any dollar amount, including: building alterations, painting, firearms, radioactive materials, & animals. To see a complete list of exceptions, go to: <http://f2.washington.edu/in/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions#with-purchasing-review>